

**MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
AGENCY BUDGET REVIEW
COUNTY-CITY BUILDING
ROOM 113
TUESDAY, MAY 30, 2000
8:30 A.M.**

Commissioners Present: Kathy Campbell, Chair
Bob Workman
Bernie Heier
Linda Steinman

Commissioners Absent: Larry Hudkins

Others Present: Kerry Eagan, Chief Administrative Officer
Dave Kroeker, Budget & Fiscal Officer
Ann Taylor, County Clerk's Office

GEOGRAPHIC INFORMATION SYSTEM (615) & COUNTY ENGINEER (703)

Present were Don Thomas, County Engineer; Larry Worrell, County Surveyor; Jim Langtry, Geographic Information Systems (GIS) Mapping Division Head; Candy Hunt, Administrative Division Head.

Jim Langtry, Geographic Information Systems (GIS) Mapping Division Head, briefly reviewed *General Fund - GIS, Budget Worksheet Fiscal Year 2001* (Exhibit A).

In response to a question from Campbell, Langtry said the Spatial Database Engine (SDE) proposed during last year's budget discussion is still being assessed. He said sufficient funding has been established through GIS service charges to fund the upgrade.

Langtry reported that the interlocal agreement with the City has been modified to include Lincoln Electric System (LES) as a user of the GIS system. The agreement includes \$90,000 in funding over the next three years and budgeting for improvements to the GIS system.

Brief discussion took place on the rural addressing project with Langtry indicating that the project is being coordinated with work for the Health Department (well testing) and the County Assessor's Office (pictures of rural properties).

Don Thomas, County Engineer, said rural address signs are estimated to cost \$31 and suggested that placement be on a voluntary basis.

The Board asked the County Engineer's department to research whether address signage in rural Cass County was mandatory and how the cost was assessed.

Don Thomas, County Engineer, briefly reviewed *General Fund - Engineer, Budget Worksheet Fiscal Year 2001* (Exhibit B), noting that the amount in Technical Supplies (2107) should be \$9,700, not \$9,000. He said this expense is related to the reprinting of maps.

Brief discussion took place on funding of the Waverly road improvement projects (Exhibit C), with Thomas reporting that the City of Waverly has set aside their portion of the project costs.

Board consensus to send a letter to the rural village boards informing them of the County Attorney's opinion on the issue of expenditure of county funds for paving roads within incorporated city limits and indicating that the County will fulfill the Waverly project commitment but can not make further commitments without legislative change.

Dave Kroeker, Budget & Fiscal Officer, briefly reviewed *Funding for Bridge & Road from General Fund* (See Exhibit C), noting a reduction in motor vehicle fees.

GENERAL BUDGET DISCUSSION

Kroeker reported on a letter received from the Juvenile Probation Office requesting permission to purchase eleven (11) office chairs, at a cost of \$4,739.77, from All Makes Office Equipment from the Fiscal Year 1999-00 Budget (Exhibit D). He noted that the furniture rebate allocation from All Makes Office Equipment will be used for Lancaster County Juvenile Detention Center instead.

MOTION: Steinman moved and Heier seconded to authorize Juvenile Probation to order the chairs from their budget. Steinman, Heier, Workman and Campbell voted aye. Motion carried.

Kroeker distributed copies of *FY00 Budget, Adjustments to Agency Budgets* (Exhibit E).

Brief discussion took place on whether to budget for civil process fees in the Justice portion of the General Fund or in the agency budgets.

COUNTY ASSESSOR (605)

Present were Norm Agena, County Assessor, and Robin Hendricksen, Chief Administrative Deputy Assessor.

In response to a question from Campbell, Kroeker indicated that \$110,000 needed for the purchase of new digital cameras, staffing and miscellaneous costs and additional disc storage in connection with digital photographs of all improved properties should be added to the Keno Fund list, as discussed in the Mid-Year Budget Review. It was noted that \$30,000 of this expense is included in Temporary Salaries (1054) and will be reimbursed from the Keno Fund.

Robin Hendricksen, Chief Administrative Deputy Assessor, reviewed the items budgeted for in Equipment Maintenance Agreements (3062):

- OASIS (Computer assisted mass appraisal database) Maintenance
- Standard Register Signature Machine
- ESRI (Arc/Info software and maintenance)
- GTSI (Sun hardware maintenance)
- Hewitt Packard Plotter Maintenance
- City-County Digital Aerial Project

Board consensus to move the City-County Digital Aerial Project cost to Other Contracted Services (3076) and to eliminate the maintenance contract for the Hewitt Packard plotter.

Hendricksen said a golf course appraisal may no longer be necessary so the anticipated \$12,000 expense was not included in the budget. He explained that his department was recently informed that a significant portion of golf courses income is attributed to golf carts, which are classified as personal property and are exempt from valuation.

Campbell indicated that appraisal costs are actually a Board of Equalization expense.

Hendricksen said the increase in Enrollment Fees & Tuition (3406) is due to an increase in continuing education requirements. He also reviewed related travel expenses, expressing concern that the amount allowed by the County for meals is insufficient.

Hendricksen also noted the following:

- Duplicating Equipment (4203) expense should be \$9,240, not \$7,056
- Printing and postage expenses related to valuation change notices and protests forms, estimated at \$8,500 and \$10,460 respectively, were shifted to the Board of Equalization budget

- \$45,000 in General Fund money is requested for fleet vehicle rotation (Not included in the budget)

ATTENTION CENTER (678)

Present were Dennis Banks, Attention Center Director; Michelle Schindler, Attention Center Deputy Director; Judy Foote, Administrative Aide; and Richard Krause, Educational Coordinator.

Dennis Banks, Attention Center Director, reported a 14.2% overall budget increase. He said \$299,287 of these costs are attributed to the transition to the new facility, which is scheduled to open in January, 2000. These costs include the hiring of five full-time employees, temporary staffing of positions related to reassignments to the Transition Team, supplies, training and tours of other detention facilities.

In response to a question from Campbell, Banks said a staffing need of 60.9 is anticipated for the new facility, based on an estimated daily population of 53 juveniles.

Michelle Schindler, Attention Center Deputy Director, said the option of opening one additional housing pod for contracts is also being discussed which would increase staffing needs. She said if the daily population figures remain constant, the new facility will open at near capacity although alternative programs may have an impact on these numbers.

Judy Foote, Administrative Aide, noted a 139% increase in Telephone Data Processing (3255) and said it is believed that this figure amount is a more accurate projection of costs.

In response to a question from Steinman, Foote said fiber optic connections to the new facility should help to reduce costs in the future.

Heier asked about the 700% increase in Client Medical/Hospital (3358).

Foote explained that the County is responsible for these costs if Medicaid and private insurance will not pay.

Schindler said Nebraska Department of Health and Human Services policy dictates that Medicaid coverage will cease once the youth is placed in a locked facility.

Heier said this information should be provided to Juvenile Probation and the Juvenile Court.

Schindler agreed to research that policy and the possibility of health coverage through Kids Connections further.

Steinman said General Assistance may be able to assist with these costs.

Banks said an additional full-time equivalent position to assist with transition of the educational program to the new facility was requested by the Educational Coordinator. The \$44,700 expense, which is reimbursable, was not included in the budget.

Workman asked whether moving to one facility will decrease Educational Services (3064) expenses.

Richard Krause, Educational Coordinator, said no, as there will be more youth and an expanded educational program in the new facility. He added that the Staff Secure educational program will remain separate from the rest of the facility.

HUMAN SERVICES & JUSTICE COUNCIL (837)

Present was Kit Boesch, Human Services Administrator.

Kit Boesch, Human Services Administrator, presented the following documents (Exhibit F):

- *Human Services Administration Fiscal Year 2000 Budget*
- *Human Services/Justice Council, 10 Year Overview, 1990-2000*
- *2000-2001 Financial Review, Human Services/Justice Council*
- *Grant Activity, Human Services/Justice Council, Fiscal year 2000-2001*

Boesch also reviewed a mission statement and organizational chart for Human Services Administration (Exhibit G).

Boesch said her job responsibilities have increased significantly since 1990 although her job description has not changed. She said the increased number of project commitments have caused her to miss several critical meetings, due to overlapping schedules. Boesch also noted concern that she is now responsible for managing over five million dollars in grants although she lacks fiscal management training. She suggested that the Board either redefine and narrow the scope of job responsibilities to reflect current staff time and abilities or add a position to do fiscal management of grants and provide assistance with other areas requiring physical representation from Human Services/Justice Council.

Campbell said the Board is considering addition of a Deputy Chief Administrative Officer position and asked whether these duties could be added to that job description.

Eagan said the job description currently proposed for that position is full-time in scope.

Campbell noted that a receptionist position has also been proposed for the County Commissioners' Office in the Fiscal Year 2000-01 Budget and suggested a phase-in of the Grants Manager position.

The Board asked Kroeker to prepare a budget estimate for the Grants Manager (allocation on a 3/4 County and 1/4 City basis), Deputy Chief Administrative Officer and receptionist positions, including office furniture, equipment and moving expenses.

COUNTY COURT (622)

Present was Judith Leech, County Court Judicial Administrator.

Judith Leech, County Court Judicial Administrator, said the 31.6% increase in Rent Buildings (3604) is the major increase to the budget. She also noted a 39.2% increase in Legal Services (3052). Leech said it is anticipated that an Indigent Screener would reduce this cost.

Brief discussion took place on the request for maintenance agreements with Leech recommending that maintenance be continued on the microfilm/reader printer. It was noted that retention of records is required to be on microfilm.

Board consensus to eliminate the typewriter maintenance agreements.

The Board also requested an inventory of microfilm/reader printer equipment and suggested that a blanket maintenance contract be bid through Records & Information Management.

Leech also reported on plans for space on the first floor of the County-City Building.

PUBLIC DEFENDER (625)

Present were Dennis Keefe, Public Defender, and Mary Gehr, Office Manager.

Dennis Keefe, Public Defender, gave a brief overview of *The 1999 Annual Report of the Lancaster County Public Defender* (Exhibit H), noting the following:

- A reduction in expenditures on assigned counsel with a corresponding increase in the use of contracts
- Nebraska Commission on Public Advocacy has saved Lancaster County \$189,000 in assigned counsel fees for felony cases in 1999
- Felony division filings currently exceed the maximum workload factor for the office by 26%
- Misdemeanor filings have increased 64% over the past five years

Keefe reported that paperwork has been submitted to Nebraska Supreme Court Chief Justice John Hendry to start the indigent screener process.

Keefe reviewed the agency budget, noting that Consulting Service (3057) and Printing (3301) costs are driven by the number of case filings. He said the decrease in Equipment Maintenance (3062) and increase in Legal Publishing (3306) reflects a shift to the Cost-Per-Copy Master Lease Program.

Keefe said the 30% increase in Miscellaneous Fees (3408) is the result of contract costs. He explained that two of the private contractors are entering into their third contract year and will receive an increase because of the increased workload. Keefe recommended that the County add 25 new law violation cases, per year, to each of the three private contracts, at a cost of \$26,500. He said the Indigent Defense Advisory Committee and the Juvenile Court Judges concur with this recommendation.

Keefe also reviewed *Lancaster County Public Defender FY2001 Budget Information* (Exhibit I), noting the following recommendations:

- Reduce the number of new abuse/neglect cases to 117 per year and reduce the maximum number of pending cases to 280 in the contract with Nebraska Legal Services. This will reduce the contract amount by \$40,000.
- Enter into an additional contract for abuse/neglect cases, at an estimated cost of \$24,000.

Steinman said the Juvenile Probation Office believes that the assessment process will reduce the number of filings.

Keefe said the County Attorney Juvenile Division plans to restrict the number of youth entering the Diversion Program which will increase the number of law violation filings.

Board consensus to schedule further discussion of juvenile diversion with Lori Griggs, Chief Probation Officer in the Juvenile Division; Ann Hobbs, Juvenile Diversion Director; Tom Casady, Chief of Police; Terry Wagner, Lancaster County Sheriff; Gary Lacey, County Attorney; Jodi Nelson, Chief Deputy County Attorney, and Dennis Keefe, Public Defender, on a County Board Staff Meeting agenda.

The Board also directed that the legal contract costs be transferred to the Justice section of the General Fund Budget, with continued oversight by Keefe.

LANCASTER MANOR (061)

Present was Larry Van Hunnik, Lancaster Manor Administrator.

Larry Van Hunnik, Lancaster Manor Administrator, reviewed *Budget Year 2000-01, Lancaster Manor* (Exhibit J), noting the following:

- **Renewal & Replacement** - Not included in the budget. Leasing Corporation will be asked to consider these items if Lancaster Manor's financial situation improves.
- **Revenue** - Budgeted at 90% occupancy of the 293 available beds.
- **Expenses** - Includes using Renewal & Replacement for a portion on the principal payment.
- **Other Expenses** - Workers Compensation amount should be \$225,000, not \$22,500.

Van Hunnik reported that funds are in place for the July 15, 2000 bond payment.

Kroeker distributed copies of *Lancaster Manor Monthly Numbers, Fiscal 2000* (Exhibit K). He said Lauren Wismer, Bond Counsel, has not responded on the issue of whether the Renewal & Replacement Fund can be used to cover principal payments on the bond debt.

Van Hunnik said if that is not a possibility, then it may be necessary to explore whether funds can be borrowed from the Renewal & Replacement Fund.

Kroeker noted that the County should receive a significant Medicaid reimbursement in February and suggested that these estimated revenues be used to support any shortfalls in Lancaster Manor's budget.

In response to a question from Campbell, Van Hunnik said Medicaid reimbursements have historically met the County's costs.

NOTE: Budget documents discussed are included in *Lancaster County Proposed Budget FY2000-01* (On file in the County Clerk's Office).

Bruce Medcalf
Lancaster County Clerk